

WHITLEY BAY POLICY FOR MOVING INTO THE COMPLEX

(Per Board Decision May 2020)

Whitley Bay has a strict policy for moving into the building. This notice should answer all questions and explain the required procedures:

Procedure for leasing of a suite: Unit owners or their agent shall notify and deliver a signed copy of the lease agreement along with the Application for Lease Form & \$50 application fee, to the management company for Whitley Bay Condo Association at least 10 days prior to the start of any lease. To facilitate approval, an advance notification of intent to request lease approval should be phoned in to the Whitley Bay management office at 321-453-1585, or communicated by e-mail to office@recdif.com. The **Application for Lease Form** shall be accompanied by a copy of the lease, including any addendums, and a check in the amount of \$50.00. Once the Board has approved an application for lease, a damage deposit of \$400.00 is required prior to move-in or issuance of elevator keys and installation of elevator pads. The damage deposit shall be refunded after the tenant has notified the Association, or his designee, that the move-in is complete and the Board has inspected the premises for damages. If there are damages, the amount of deposit to be returned, or additional billing, will depend upon estimates received from qualified repair services. You are advised to be very careful about marking the floors and decks by dragging heavy items or using improper wheels. Remember, the Unit Owner is responsible for damages and the Association will look to the Owner for payment for any damages done by his or her Tenant.

Delivery of the lease: Delivery of the Lease Application Form & Lease can be made by dropping into the onsite drop box or mailing to: Whitley Bay Condo Association, c/o Clover Key Inc., 110 Imperial Street, Merritt Island, FL 32952.

New OWNERS or TENANTS: Move In Requirements:

Unit owners or Tenants must pay the \$400 DEPOSIT for the elevator at least 3 days before move in. Once the check is received by the Maintenance Supervisor (Jim Molder, cell phone #537-0088), he will hand over the lock-out key for the elevator and will have the walls and floors of the elevators covered to keep them from getting damaged. You **MUST** have the pads up in the elevators to move anything, and you must **NOT** try to hold the elevator doors open without the key. The elevator will overheat and break down, and the service call is costly and would be charged to the person who tried to bypass the procedure for move in.

Move In may require the front doors to be left open and unsecured. The person(s) moving in must have a designated human being at that door at all times it is open, to make sure no one gets in who doesn't belong. If you do not have a designated person able to stay in the lobby the whole time the doors are open for your move-in, Whitley Bay will have one of their employees monitor the door, at a cost of \$25.00 per hour, taken from your elevator deposit. We do have a list of confidential owner names with Suite #'s, which we are willing to loan to you so that you can ask that question of anyone entering the lobby.

Your deposit also gives your moving truck the right to use the loading zone and primary parking space near the front door, and cones will be delivered by maintenance to help keep the area clear for your belongings.

The Board has stipulated that there are **NO WEEKEND MOVES**. Only Monday through Friday moves of furniture and larger items are allowed, in case of trouble, so that the maintenance man can take care of the problem.

Expected Date of Move-In: _____ day of _____, 20____

(Print Last Name)_____

Suite # _____

Signature: _____